

Elmwood Charter Township

10090 E Lincoln Rd
Traverse City, MI 49684
(231)946-0921

PAVILION RESERVATION REQUEST FORM

Pavilion requests will be accepted no sooner than 6 months in advance of event date

Person/Organization Requesting Pavilion Reservation: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

If Different, Deposit Refund Check Name: _____

Deposit Refund Check Address: _____

Deposit checks will be mailed approximately 2 weeks after reservation date if the pavilion is left in acceptable condition.

Pavilion Requested: Greilickville Harbor Park Pavilion Cherry Bend Community Park Pavilion

Date: _____

Day of the Week: Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Rental Time:	Half Day 10:00 AM – 2:00 PM	Half Day 3:00 PM – 7:00 PM	Full Day 10:00 AM – 7:00 PM
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Expected Number of Attendees: _____

Note: Due to limited parking, Greilickville Harbor Park can only accommodate a maximum of 75 people.

Rental Fee: Fee and Deposit at time of submittal to secure reservation

Greilickville Harbor Park

Half Day \$100

Full Day \$200

Deposit \$50

Cherry Bend Park

Half Day \$50

Full Day \$100

Deposit \$50

I acknowledge that I have received a copy of the Elmwood Charter Township Park Regulation Ordinance and agree to abide fully with their provisions. Cancellations within 7 days of event are non-refundable.

Signature: _____ **Date:** _____

OFFICE USE

Amount Paid: _____

Received By: _____

Cash/Check #: _____

Date Received: _____